

**TOWN OF LEESBURG  
AIRPORT COMMISSION MEETING**

**DATE/TIME:** Thursday, January 7, 2016  
**PLACE:** Toth Financial Advisory Corporation  
608 S. King Street, Leesburg, VA 20175  
Elevator to 3<sup>rd</sup> floor, conference room

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES:**

- a. December 10, 2015 Regular Meeting

**PETITIONERS/PUBLIC INPUT**

**BUSINESS ITEMS:**

- a. Old Business
  - a. Remote Tower Update
- b. New Business
  - a. Proposed aviation event by the National Capital Squadron of the CAF
  - b. Airport Consultant Engineering Contract
  - c. Input to the Town Attorney regarding the serving of alcohol at the airport terminal

**REPORTS:**

- a. Airport Manager
  - Capital Projects Report
  - Grants Report
  - Monthly Space/Vacancy Report
  - Complaint Log
- b. Chairman
- c. Committees
  - Rules & Regulations
  - Operations
  - Land Use
  - Economic Development
  - Finance
  - Air Show
- d. Commission Member Comments
- e. Councilmanic Representative
- f. Loudoun County Board of Supervisor Representative

**NEXT MEETING DATE:** Thursday February 4, 2015 at 6:00pm

**ADJOURNMENT**

**UPCOMING EVENTS:** Aviation Adventures Share the Success & Pilot Town Hall Meeting - Manassas Terminal Lobby at 5:30pm on January 13, 2016.

# **MINUTES**

## **Leesburg Airport Commission**

### **December 10, 2015**

**Location:** Leesburg Executive Airport – George Hammerly Conference Room

**Commissioners Present:** Chairman Dennis Boykin  
Vice Chairman Tom Toth  
Stanley Caulkins  
Ken Bowen  
Gary Rogerson  
Tom Dunlap

**Commissioner(s) Absent:** Eliot Danner  
Bruce Gemmill, BOS Representative

**Others Present:** Suzanne Fox, Councilmanic  
Scott Coffman, Airport Manager

**Call to Order:** The Meeting was called to order at 6:00 pm.

**Approval of Minutes:** Regular meeting minutes of November 5, 2015 approved 6-0-1.

**Petitioners:** none.

#### **Old Business:**

- **Remote Tower Update:** The first passive phase of testing the remote tower concluded last month. The system has since received several enhancements. The FAA SRM Panel is scheduled to tour the system next week and convene in late January. The Commission discussed joining the Contract Tower Association and voted 6-0-1 to ask the Town to join in order to have assistance obtaining an FAA contract tower at Leesburg.
- **Update of Rules, Regulations and Minimum Standards:** The Commission reviewed the proposed changes to the Airport Rules, Regulations, and Minimum Standards document. Mr. Caulkins proposed changing Traffic Rules (B) to reflect current traffic pattern direction and runway heading to 500'. Mr. Toth proposed changes to Traffic Rules (E) to limit pilots performing touch and go activity if there are more than 2 aircraft in the pattern. Commission approved the document as amended 6-0-1.

#### **New Business:**

- **National Capital Squadron:** The CAF National Capital Squadron has inquired about conducting a show and hangar dance at the airport. CAF staff was unable to attend and the item was postponed.

**Reports:**

**Airport Manager:** A selection committee short-listed and interviewed two firms for the Aviation Consultant Engineering Services contract. Talbert & Bright was selected and the Commission will have an opportunity to make a recommendation at the January meeting.

**Chairman's Report:** The Commission's number one priority is to construct new hangars and purchase existing hangars. A financial analysis report has been prepared and Mr. Toth is scheduled to meet with the Town Manager to discuss further.

**Committee Reports:**

- **Rules & Regulations:** No report.
- **Operations:** No report
- **Land Use:** No report.
- **Finance:** Vice Chairman Toth noted that the Finance Committee has met with the airport manager and Town financial analyst to review YTD budget reports.
- **Economic Development:** No report.
- **Air Show:** No report.

**Commission Member Comments:** Mr. Bruce Gemmill helped with the Commission during his time and the next meeting could be held at Toth Financial with an event afterwards to thank him for his service

**Councilmanic Report:** Councilmanic Fox discussed with the Commission how hangar construction/purchase could be included in the town's financial plans.

**Board of Supervisors Representative Report:** absent.

**Next Meeting:** Thursday, January 7<sup>th</sup> at 6:00pm.

**Location:** Toth Financial Offices – located at 608 S. King Street, Leesburg – 3<sup>rd</sup> floor.

**Adjournment:** 7:20pm

# Leesburg Airport Commission Report

January 7, 2015

## Airport Commission Priorities

1. Airport Layout Plan Update - in progress
2. North apron and hangar development
3. Establishment of an Air Traffic Control Tower
4. South apron and hangar development
5. Planning for the West-side Executive Jet Center & CBP
6. Completion of the Runway Extension
7. Completion of the last two ODALS
8. Quality of Service Program and Marketing Plan

## Airport Capital Improvement Program

Fiscal Year	Project	Description	Status
FY 2016	Airport Storm Water Management Plan	Comprehensive planning for storm water management and drainage for future development.	In progress
FY 2016	Airport Master Plan Update	Update of the Airport Master Plan including west side developments.	In progress
FY2017	Customs GA Clearance Facility	Retrofit existing portions of Terminal to accommodate Customs GA Clearance Facility	CIP
FY 2019 - 2020	Airfield Lighting Rehab	Taxiway & Runway Lighting Rehabilitation	CIP
FY 2019 - 2020	North End Hangar Complex	Construction of 22 T-hangars and 6 corporate	CIP
FY 2020	ODALS	Land Services & Acquisition	CIP
FY 2019	Maintenance Shed	Construction of maintenance equipment shed	Town CIP, DOAV CIP

## Occupancy

	<u>Total</u>	<u>Available</u>	<u>Prior month</u>	<u>Wait List</u>
Tie Downs	120	22	20	0
T-Hangars	46	0	0	45
North Corporate Hangars	5	0	0	10
South Corporate Hangars	6	0	0	6

## Grants

DOAV Grant #	Project Name	Status	State Share	Local Share
VS0027-06	CCTV System	Closed	\$26,992	\$2,999
MT0027-65	AWOS Inspections	Awarded	\$3,150	\$165
MT0027-66	Herbicide Spraying	Awarded	\$6,000	\$1,500
MT0027-67	Rwy 35 PAPI Board	Closed	\$1,192	\$298
MT0027-68	Gate A Repair	Closed	\$296	\$74
PR0027-03	2015 Air Show Promotions	Awarded	\$10,000	\$30,000
MT0027-69	Snow Blade attachment	Closed	\$8,497	\$8,497
MT0027-70	HVAC repair	Closed	\$2,907	\$726
MT0027-71	Hitch-mount Salt Spreader	Closed	\$902	\$902
MT0027-72	10—45W airfield lighting transformers	Awarded	\$464	\$116
MT0027-73	Apron & Entrance Road Pvmr Repairs	Awarded	\$7,330	\$1,832

  

AIP Grant #	Project Name	Status	FAA Share	State Share	Local Share
3-51-0027-38	Perimeter Fence Construction	Closed	\$540,000	\$48,000	\$12,000
3-51-0027-39	Airport Master Plan Update	Awarded	\$360,000	\$32,000	\$8,000

## Operating Budget

Excludes indirect charges, debt service and capital projects.

	REVISED BUDGET	YTD ACTUAL	YTD %
<b>REVENUES</b>	<b>\$1,282,460</b>	<b>\$664,340</b>	<b>51.80%</b>

  

	REVISED BUDGET	YTD ACTUAL	% Budget
<b>EXPENDITURES</b>	<b>\$703,515</b>	<b>\$271,192</b>	<b>38.55%</b>

## Noise Complaints

- ◆ 12/11/2015 4:43p & 4:52p — Cub over Tavistock 705 Godfrey Ct. Bill Zackar
- ◆ 12/13/2015 12:00pm—Low flying aircraft near Evergreen Mills & Shreve Mill Rd. Jaquelin Pierson—703-771-3231
- ◆ 12/13/2015 10:15am—G4 Engine Run noise complaint - Rob 703-443-1731
- ◆ 12/13/2015 11:26am— G4 Engine Run noise complaint—Patrick 703-669-3746
- ◆ 12/13/2015 11:00am—G4 Engine Run noise complaint—Supervisor Ken Reid and resident.
- ◆ 12/13/2015 11:00am—G4 Engine Run noise complaint—Verna McBride 703 Galloway Drive 703-606-3784
- ◆ 12/21/2015 2:15pm— Cub & other aircraft over Tavistock 705 Godfrey Ct. Bill Zackar
- ◆ 12/27/2015 3:33pm — Red & White Cub over Tavistock 705 Godfrey Ct. Bill Zackar

